



## Volunteer Application Form

**Before** submitting this application, please create a training account and complete the following two modules available by self-enrolment:

- ‘Introduction to SMART Recovery’
- ‘Getting SMART’

You can create a training account and access the training site here:

<https://training.smartrecovery.org.uk/>

**Please complete all sections of the application form and return by email to [volunteer@smartrecovery.org.uk](mailto:volunteer@smartrecovery.org.uk)**

**If you are unable to return the document via email, please email us and we can provide a postal address.**

### Volunteer Position Applying for

<b>Role Title</b>	
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### About You

<b>First name (s)</b>	
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<b>Last Name</b>	
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<b>Address</b>	
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<b>Postcode</b>	
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<b>Telephone</b>	
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<b>Email</b>	
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**Do you have access to your own transport?**

<b>YES</b>		<b>NO</b>	
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### Employment Status (Please x)

<b>Unemployed</b>		<b>Student</b>		<b>Retired</b>	
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<b>Working Part-Time</b>		<b>Working Full-Time</b>		<b>Other (please state)</b>
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## How did you find out about voluntary work with us? (Please x)

SMART meeting		SMART website	
Social media site (Twitter/Facebook)		Talk/ Presentation	
Poster/Leaflet		Press article	
TV/Radio		Exhibition	
Service provider		From a friend	
From a UKSR staff member		From another UKSR Volunteer	
Other (please give details)			

## Your Skills and Experience

Please tell us more about your situation and why you would like to volunteer  
UK SMART Recovery

Referring to the role description please describe any skills you have that you  
feel would be useful for this role

**It is useful to know when you would be available to volunteer. Please indicate below the days/times when you are generally available and how many hours you might like to volunteer**

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**Is there anything else you would like to say about yourself?**

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Please could you write the contact details of two referees who have known you for at least 2 years. These referees must not be family members and must live at a different address to you.

<b>Name:</b>		<b>Name:</b>	
<b>Address:</b>		<b>Address:</b>	
<b>Email:</b>		<b>Email:</b>	
<b>In what context is this person known to you?</b>		<b>In what context is this person known to you?</b>	

## Ex Offender Policy

To ensure the safety of peers UK SMART Recovery requires that all volunteers who have direct access to peers have their criminal records checked. However, UK SMART Recovery is committed to the promotion of equal opportunities to volunteers and so has a policy to ensure ex-offenders are not discriminated against.

All offences, other than sexual crimes against a child or vulnerable adult, will be treated on an individual basis taking into account issues such as the risk to the peers. The circumstance of the offence (e.g. what it was, is it relevant to the volunteer role, how long ago it was) and the reputation to our organisation. Anyone with a conviction for a sexual offence against a child or vulnerable adult, whenever it was committed, is not considered suitable to volunteer for UK SMART Recovery.

## Data Protection

By signing this form you are consenting for UK SMART Recovery to hold relevant personal information about you on our secure database. Please read the Privacy Notice on the following page which outlines your rights under Data Protection legislation.

## Declaration

I confirm that to the best of my knowledge, the information I have provided on this application form is true and correct.

Signature \_\_\_\_\_

Date \_\_\_\_\_

# UK SMART Recovery Volunteer Privacy Notice

## How your information will be used

1. The information the Charity holds regarding volunteers will be used for our management and administrative use only. We will keep and use it to enable us to run the business and manage our relationship with you effectively, lawfully and appropriately, during the recruitment process, whilst you are volunteering for us, at the time when your volunteering ends and after you have left. This includes using information to enable us to comply with any legal requirements, pursue the legitimate interests of the Charity and protect our legal position.
2. We may sometimes need to process your data to pursue our legitimate charitable interests, for example to prevent fraud, administrative purposes or reporting potential crimes. We will never process your data where these interests are overridden by your own interests.
3. Much of the information we hold will have been provided by you and you will have given explicit consent for us to process that information. Some may come from other internal sources, such as your line manager, or in some cases external sources, such as referees.
4. The sort of information we hold includes your application form and references, and documents you have signed; correspondence with or about you, contact and emergency contact details; information needed for equal opportunities monitoring policy; and records such as training records and supervisions
5. You will inevitably be referred to in some Charity documents and records that are produced by your colleagues in the course of carrying out their duties and the business of the Charity.
6. Other than as mentioned below, we will only disclose information about you to third parties if we are legally obliged to do so.
7. The length of time your personal data will be stored for is dependent upon the nature of that data. Your personal data will be stored whilst you are a volunteer of UK SMART Recovery. If you leave UK SMART Recovery we will only retain data that is relevant to a purpose, for example providing references.
8. If in the future we intend to process your personal data for a purpose other than that which it was collected we will provide you with information on that purpose and any other relevant information.

## Your rights

9. Under the General Data Protection Regulation 2018 (GDPR) you have a number of rights with regard to your personal data. You have the right to request from us access to and rectification or erasure of your personal data, the right to restrict processing, object to processing as well as in certain circumstances the right to data portability.
10. If you have provided consent for the processing of your data you have the right (in certain circumstances) to withdraw that consent at any time which will not affect the lawfulness of the processing before your consent was withdrawn.
11. You have the right to lodge a complaint to the Information Commissioners' Office if you believe that we have not complied with the requirements of the GDPR with regard to your personal data.

## Contact details

12. UK SMART Recovery is the controller and processor of data for the purposes of the GDPR.
13. If you have any concerns as to how your data is processed you can contact:

Tina Moran, Office Manager: [tinam@smartrecovery.org.uk](mailto:tinam@smartrecovery.org.uk)